



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Job Opening: Account Clerk

Department: Recreation & Youth Development

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Part-Time

Workweek: M-F (8:30am-1:30pm)

Salary: \$16/hr

The Department of Recreation and Youth Development is looking for an Account Clerk who will perform a variety of clerical tasks that involve computing, classifying, verifying, and recording numerical data, as well as the reconciliation of accounts, records, and documents to maintain financial records.

Job Duties:

- Maintains standardized bookkeeping records involving making entries in journals and posting to ledgers and other records which entail only a few variations in the transactions recorded.
- Performs varied clerical tasks involved in keeping accounts such as simple reconciliation of bank accounts.
- Performs routine arithmetic calculations.
- Posts entries in cash books, journals, ledgers, and/or other records.
- Posts accounting information to data transaction forms to reflect correct accounting category or code and utilization of funds in accord with specific guidelines.
- Posts non-complex disbursements, deductions, and remittances paid and due, and checks.
- Examines vouchers to ensure that they have the necessary approvals and that data are correct.
- Examines and verifies that entries, postings, and totals are accurate and supporting documents are included.
- Prepares records of cash receipts and disbursements.
- Reviews expense account for funding or budgetary limitations and refers discrepancies to higher level staff.
- Records charges, overpayments, refunds, and so forth into record book.
- Prepares vouchers, invoices, and assists with preparation of periodic reports.
- May assist in collecting/compiling data for inclusion in budget requests, financial statements, and other reports.
- Refers errors and irregularities to superiors.
- Gives routine information in person and over the telephone.
- Performs other duties as assigned.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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Essential Skills:

- Knowledge of office methods, practices, and equipment and of performing routine, repetitive, Non-complex tasks involved in keeping financial and/or other records of a mathematical nature.
- Knowledge of basic arithmetic functions.
- Ability to understand, remember, and carry out oral and written directions.
- Ability to perform routine/repetitive tasks, compare numerical/verbal data, and select appropriate information for forms.
- Ability to add, subtract, multiply, divide, and find averages/percentages.
- Ability to apply arithmetic principles and to correct computational errors.
- Ability to acquire an understanding of numerical record keeping and data gathering and other clerical procedures used in a specific establishment.
- Ability to perform work requiring constant/close attention to clerical and numerical detail.

Full Civil Service job description available here: <https://info.csc.state.nj.us/jobspec/00001.htm>. You must eventually pass and qualify for this Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by the NJ First Act.

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